



CITY OF KIRKLAND

SHELTER/AREA USE GUIDELINES

Phone: 425-587-3398
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Mondays – Fridays 6:30am-3:30pm

Mailing Address: City of Kirkland, 123 5th Ave.
Kirkland, WA 98033
Attn: Parks MC- Kevin Ball
Drop Off: 1129 8th, Kirkland, WA 98033

INTRODUCTION

Thank you for choosing a Kirkland park to celebrate your next picnic or family gathering. This rental guide provides the essential information needed for you to make a park reservation.

WHEN TO RESERVE

Reservation requests are processed in the order received. It is best to make a reservation as early as possible. Availability is subject to change.

Requests received less than 10 business days' prior to event:

Cannot include any special uses (catering, entertainment, equipment, etc...).

Requests received less than 5 business days' prior to event will not be processed and payment returned.

CHECK PARK AVAILABILITY

You can check park availability either online, via email, or by phone (not all parks have online postings).

☐ **Online:**

http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm

☐ **Phone:** 425.587.3398

☐ **Email:** kball@kirklandwa.gov

RENTAL HOURS AVAILABLE

Rentals can begin at 9am and must end no later than 30 minutes after sunset.

☐ **Half Day:** Setup can start any time after the park opens. Cleanup must be done no later than 2pm. **OR** Setup can start at 3pm. Cleanup must be done by the time the park closes.

☐ **Full Day:** Any rental that extends beyond 2pm.

Note: Shelter rentals may have a.m. or p.m. rentals, please arrive and depart at your scheduled time!

EMERGENCIES

For park related emergencies call the after-hours number **425-864-3431** after 3:30pm on weekdays or anytime on weekends. Call **425-587-3398** on weekdays before 3:30pm. For medical or other emergencies call 9-1-1 or for Kirkland Police Department non-emergencies call **425-577-5656**.

WHAT TO SUBMIT TO MAKE A RESERVATION

Form with agreements section signed can be scanned and submitted by email, fax, mail, or drop-off a minimum of 5 business days' in advance. See Instruction section at the top of form. Incomplete request forms will be returned to sender.

http://www.kirklandwa.gov/depart/parks/Permits_and_Reservations/Facility_Rentals.htm

Payment is required with application form. Requested dates and times will not be held for requests submitted without payment.

CONFIRMING THE RESERVATION

Once forms and fees are processed, a rental confirmation will be sent to the email address provided, which will also show payment received. A packet will also be mailed to you containing a copy of your confirmation, reservation sign(s), any applicable special use permits, park code reminders, map with driving directions, and information on recycling and litter control.

CANCELLATION POLICY

Cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the event will receive a full refund of the rental fees, less a \$25 administrative fee.
- Cancellations made 14 – 29 days prior to the event will be charged a \$25 administrative fee or 50% of the rental fees (whichever is greater).
- Cancellations made 0 – 13 days prior to the event will result in no refund of the rental fees.
- No refunds will be made due to weather conditions.
- Policies are subject to change.

Once a reservation is processed and confirmed, changes must be made in writing (email is acceptable) and include a \$25 rescheduling fee. A minimum of 10 business days' notice is required in order to be considered a reschedule. A new rental confirmation will be issued. If reservation packet has been sent, reservation sign(s) will need to be returned before new sign(s) can be issued.

PICNIC TABLES

Most picnic sites have secured picnic tables available for your exclusive use. All parks have unsecured tables available to the general public on a first-come, first-served basis. Refer to the Picnic Site Information matrix <http://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks+Rental+Site+Information.pdf> for the number of secured tables at each picnic site.

PARKING

Parking at most parks is limited and only available on a first-come, first-serve basis. All groups are advised and encouraged to carpool.

CATERING

If you are bringing your own food or having a company (caterer) drop-off food, a catering application is not required. If you are having a company (caterer) prepare and/or serve food on site in the park, a caterer application is required (see Quick links section of web page).

ADDITIONAL EQUIPMENT

If you plan to have a company provide additional equipment on site in the park (i.e. tables, chairs, tents/canopies, staging etc...), a site plan is required*. Note: All equipment must be delivered and picked up during the scheduled park reservation time. A copy of the equipment order from the vendor is required.

WATER FOWL

Water fowl are common visitors to park sites. Be aware that you may experience droppings at the parks, especially at beach front parks. Please do not feed the geese and ducks.

BBQ GRILLS

Most Kirkland parks do **not** have barbecue grills available. Refer to the Picnic Site Information matrix <http://www.kirklandwa.gov/Assets/Parks/Parks+PDFs/Parks+Rental+Site+Information.pdf> for a list of picnic sites with grills. You are welcome to bring self-contained GAS barbecue grills into the parks.

RIGHTS & PRIVILEGES

- Post your reservation sign at your picnic site when you arrive on the day of your event.
- Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on their confirmation and reservation sign. Be sure to have a copy of your rental confirmation with you at the park to avoid scheduling conflicts.
- Should a conflict persist, please call the Kirkland Parks after hour's number at 425-864-3431 or 9-1-1 and ask for assistance.

- Your approved reservation allows you exclusive use of the specific picnic site or other designated area of the park only as shown on your confirmation. Please refer to the park map for specific areas. All other areas of the park are open to all users. The entire park will not be closed to a private group or function under any circumstance.

RENTER'S RESPONSIBILITY

Applicant must be in attendance at the event and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles.
- Clean tables, benches and BBQs.
- Make area presentable for the next group.
- Ensure everyone attending event are following City Codes, Policies and Ordinances.

CITY CODES, POLICIES & ORDINANCES

All City of Kirkland Codes & Ordinances will be in effect and enforced at all City of Kirkland facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc...per the K.M.C. & Park rules.

During the rental of city facilities, renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The following activities are prohibited at city outdoor park facilities, including all picnic areas.

- Alcoholic beverages of any kind.
- Sound may not be amplified or travel beyond 30 ft. of its origin for private events
- Motorized vehicles on the turf or grass or in unauthorized areas.
- Digging and/or driving stakes into the ground. If canopies or tents are used, they must be weighed down, not staked.
- Dunk tanks, pony rides and trackless trains, inflatables are not permitted in any park.

TITLE VI

The City of Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or gender in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 or titlevicoordinator@kirklandwa.gov.

